

Block-by-Block Pride Grant Program Application

A. CONTACT INFORMATION and TECHNICAL ASSISTANCE

Thank you for your interest in the Block-by-Block Pride Grants Program. Please read the program guidelines and application submission requirements very carefully. Failure to comply may result in your project being disqualified from consideration.

For more information and technical assistance, please contact:

Bureau of Community Enrichment
810 Union Street, Suite 500
Norfolk, VA, 23501
Phone: 757-664-6770
Email: michelle.johnson@norfolk.gov
Web site: www.norfolk.gov

Technical Assistance Workshop

The Bureau of Community Enrichment will host a mandatory workshop to answer questions and to assist groups in completing application packets:

When: Monday, February 6, 2012

Where: Workforce Development
201 East Little Creek Road
Norfolk, 23505

Time: 6:00-7:30 p.m.

Applications Are Due March 15, 2012 by 5:00 p.m.

Mailing address: 810 Union Street, Suite 500
Norfolk, VA, 23501
Email: michelle.johnson@norfolk.gov

B. EVALUATION CRITERIA

Please remember this is a neighborhood-driven process. The application from your neighborhood must show the support of your civic league. Proposals will be reviewed first for feasibility and then for merit.

Projects will be evaluated and funded using the following criteria:

- **Neighborhood Involvement: up to 20 points.** Assess the efforts of the applicant to involve neighborhood residents in the planning and implementation of the project.
- **Provides Community Wide Benefit: up to 15 points.** Assess whether the project improves the health or safety of residents, benefits a significant number of residents, and provides community wide benefit.

- **Feasibility: up to 15 points.** Is the project physically, financially or otherwise achievable given location, regulatory time, resident capacity, and cost constraints? Projects with any environmental concerns will not be considered.
- **Longevity: up to 10 points.** Determine whether the project can be completed by September 2012.
- **Sustainability: up to 15 points.** Consider any long-term maintenance responsibilities. Assess, if completed, whether the project benefits will be sustained over time.
- **Partnerships and Collaborations: up to 10 points.** Assess the efforts of the group to develop partnerships with other organizations to complete projects.
- **Leveraging of Matching Funds: up to 15 points.** Assess the ability of the applicant to raise the match.



CITY OF NORFOLK
Block by Block Neighborhood Pride Program
2012 NEIGHBORHOOD GRANT PROGRAM APPLICATION

Application Deadline is March 15, 2012

APPLICANT INFORMATION:

Name of Neighborhood: _____

Project site location: _____

Name of contact person: _____

(Grant coordinator who can answer questions prior to proposal review and receives all correspondence related to the project.)

Phone #: _____ E-mail address: _____

Address: _____
 Number Street

 City State Zip

Name of authorizing official: _____

(Person with legal authority to accept and expend funds for the organization)

Phone #: _____ E-mail address: _____

Please complete the following questions as they pertain to your project. Only completed applications will be considered for review and award. Attachments with supplemental information elaborating or documenting the responses are permissible.

- Project Budget Form
- Attach documentation of neighborhood support for the proposed project.
- Attach required permits, approvals, and certificates showing authorization for your project by the appropriate governing body.
- Attach copies of maps, site plans, and/or construction drawings, as appropriate.
- Attach documented verification of all match funds.

1. Project Information

Describe your proposed project. What do you want to do? How do you intend to make these improvements?

2. Neighborhood Involvement

Describe how members of the neighborhood are involved in the planning and implementing the project. Describe how members were contacted, how many became involved, and what sectors of your community they represent.

3. Budget Summary

Please fill in all appropriate information in Attachment A.

Attach a sheet in narrative form to explain how you arrived at the figures for purchasing materials or labor.

4. Partial Funding

What portion(s) of the project (if any) may be completed if partial funding is received?

5. Project Location

Describe in detail the location of the proposed projects. Why was this location chosen?

6. Work Plan

A. List, in chronological order, the specific steps required to complete this project.

B. Identify who will be responsible for carrying out the step or activity.

C. Estimate the date the project will be completed (month and year). Remember, all funds must be used by September 2012.

A. STEP/ACTIVITY	B. RESPONSIBLE PARTY	C. DATE COMPLETED

7. Applicant Organization

Please describe your resident group and list the members.

8. Sustainability

Provide an ongoing maintenance plan for the life of your project.

9. Public Information

Describe how the neighborhood will benefit from this project. What community need will it address?

SIGNATURE

By signing below, I certify this proposal meets all minimum requirements. I also understand that funding for proposals is not guaranteed.

Authorizing Official's Signature:

_____ Date: _____

Name:

Title:

Revised 11.22.11

ATTACHMENT A

BLOCK BY BLOCK PRIDE GRANTS							
BUDGET SUMMARY							
ITEM DESCRIPTION ¹	TOTAL PROJECT COSTS		TOTAL FUNDING SOURCES				
			NEIGHBORHOOD MATCH				
	A GOODS & EQUIPMENT	B TOTAL COSTS	C DONATIONS	D IN-KIND	E CASH	F TOTAL NEIGHBORHOOD MATCH	G CITY GRANT FUNDS
GRAND TOTAL							

¹ List items to be included in the project. Item costs whether funded by city grant funds, donated labor and materials, or cash contributions, should be in column **A**. The funding source for the items should be in columns **C**, **D**, **E**, and/or **F**.

Columns **C** plus **D** plus **E** equals column **F**. (**C+D+E=F**)

Columns **F** plus **G** equal column **B**. (**F+G=B**)

The grand total of column **F** should be at least fifty (50) percent of the grand total of column **G**.